



Laborers and Material Movers/ + Forklift Driving (MSSC C.L.A./MSSC C.L.A.+Forklift)

Material handling is the movement, protection, storage and control of materials and products throughout the process of their manufacture and distribution, consumption and disposal. The laborer and material mover manually move stock, freight or other materials. Some laborers/movers may clean vehicles, pick up unwanted household goods and some may pack materials for moving. They are also responsible for maintaining and cleaning the warehouse.

A practical machine for moving products over short distances is the lift truck or forklift. Forklifts may either be ridden by the operator or controlled by a walking operator. These operators may move construction materials around the building site or goods around a warehouse or onto and off of container ships.

Manually powered vehicles, such as carts and hand trucks can be used to move lighter loads. Lift trucks move materials in multiple ways throughout a facility, including loading, order picking, receiving, shipping, storage, and unloading. Only trained and competent operators are permitted to operate a powered industrial truck.

Laborers and Material Movers use forklifts or lift trucks in many industries, generally working 8 hours at a time. There is no specific education requirement necessary for this position. However, to use a forklift, operators must get a forklift certification from their employer.

Indiana Wage Information

	Hourly Wage (Entry)	Hourly Wage (Median)
Laborers/Movers	\$9.47	\$11.48
Laborers/Movers +Forklift Driving	\$10.18	\$14.15

Job Outlook in Indiana

	Long term	Short Term
Laborers/Movers	15.3 %	6.2 %
Laborers/Movers +Forklift Driving	15.2 %	5.7 %

*Data collected from hoosierdata.in.gov

Job Duties

- Move freight, stock and other materials to and from storage by hand or using equipment
- Read work orders to receive oral instructions for work assignments and material and equipment needs.
- Attach identifying tags to containers, or mark them with identifying information
- Record numbers of units handled and moved
- Handle, install, position, sort, and move items
- Inspect equipment, structures, or materials
- Operate conveyor systems safely and within operational guidelines
- Operate automated storage systems
- Operate hoist, winch, or hydraulic boom

Important Qualities

Written comprehension - must be able to understand written sentences and paragraphs

Physical strength – must be able to use abdominal and lower back muscles over and over without fatiguing them

Computer skills – must have a basic knowledge of computer systems

Team-player – must be able to work with others on a team

Listening skills – must be able to follow instructions from a supervisor

Customer-service skills – must be pleasant and courteous with customers

Skills and Knowledge

Technical

- Knowledge of relevant equipment policies, procedures, and strategies to provide public safety and security
- Knowledge of principles and processes for providing customer and personal services
- Knowledge of principles and methods for moving people or goods
- Able to operate automated storage systems in a safe and efficient manner
- Knowledge of supply chain logistics terminology

English Language Arts

- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar

Math

- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications

Certification and Advancement

No formal education is required for this occupation; however, many employers prefer that you have a high school diploma or equivalent. Most training is on-the-job, starting out as a helper and then moving to work independently. However, if a person would like to make this field their career they should become certified.

Individuals are assessed for two credentials: the foundational-level Certified Logistics Associate (CLA) certificate and mid-level Certified Logistics Technician (CLT) certification. CLA is a prerequisite for CLT. These credentials address the core competencies of higher skilled, front-line material handling workers in factories, warehouses, distribution centers and transporters. MSSC, the Manufacturing Skill Standards Council, strongly recommends that individuals be at the 8th grade level of math and 10th grade level of English before attempting the CLA. Advancement to levels of technologist, manager or supervisor can be achieved through work experience and further training.

Forklift training can be provided to each individual by their employer. Prior to operating the truck in the workplace, the employer must evaluate the operator's performance and determine that the operator is competent to operate a powered industrial truck safely. Each employer must then certify that each operator has been trained and evaluated in accordance with the OSHA standard. The operator must be reevaluated at least once every three years. It is a violation of Federal law for anyone under 18 to operate a forklift or for anyone over 18 years of age who is not properly trained and certified to operate a forklift truck. Forklift certification will raise a person's pay and job security.

Training for the forklift operator certificate must take place at the employer's site. Upon completion of the certification process, the employer must issue the forklift operator a certificate featuring the name of the operator, the date of the training, date of the driver's evaluation, and the name of the person who performed the training or evaluation.

How can YOU get involved?

The world of work relies on the foundational skills students acquire in your classrooms and/or programs!

- Know your students'/clients' interests and career goals
- Affirm the value of the skills/hobbies students demonstrate both in and outside of the classroom
- Infuse your classroom culture and/or meetings with career-minded activities
- Provide time to make connections between the material learned in adult education or workshops and students' daily lives/career aspirations
- Know the basic job descriptions and training requirements of in-demand occupations in your area
- Know which WorkINDiana programs are available in your region
- Know the processes for referring students to postsecondary or on-the-job training
- Post resources where students can find more information about further education/training and careers